

JSC Policy Charter

JPC 7120.2

EFFECTIVE DATE: August 28, 2003

EXPIRATION DATE: August 28, 2008

RESPONSIBLE OFFICE: AG/Office of the JSC Chief Engineer

SUBJECT: JSC Project Management Council (PMC)

- 1. PURPOSE.** This Policy Charter defines the JSC PMC, its functions and operation, and establishes its membership.
- 2. ESTABLISHMENT.** The JSC PMC is established to support the accomplishment of the JSC mission, consistent with established Agency strategic planning.
- 3. APPLICABILITY.** This Policy Charter is applicable to all JSC directorate organizations that have responsibility for managing flight system, ground system, technology, operational, research or institutional projects. It shall be used for formulating, approving, implementing and evaluating all JSC projects.
- 4. FUNCTIONS.** The JSC PMC is a Center-level decision making body. It supports Center Director decision making toward ensuring that JSC develops and maintains excellence in the fields of project management, space systems engineering, medical and life sciences, lunar and planetary geosciences, safety and mission assurance and crew and mission operations; and that JSC human capital, organizations, procedures, software, hardware and facilities are properly applied to all related Center efforts.

The successful management of JSC projects is a key requirement for JSC to meet its mission. To ensure this, the JSC PMC shall:

- a. Provide a forum for review of project progress, assumption of risk and analyses of progress, against defined cost, schedule and technical goals, objectives and requirements for all JSC projects, as defined by JPD 7120.1 "JSC Project Management Policy," on a periodic basis. Emphasis is on:
 - 1) Project variances.
 - 2) Cause(s) of variances.
 - 3) Action plans to mitigate variances.
- b. Provide oversight for other programs and projects as delegated by Agency or Enterprise management councils.
- c. Authorize new starts and approve the continuation of JSC projects.
- d. Review and approve pre-formulation and formulation activities, and project plans.
- e. Ensure compliance with Agency and Center project implementation policies, standards, systems and procedures.

5. REPORTING.

- a. The JSC Chief Engineer ensures that the JSC PMC is informed of the observations, findings and recommendations relating to JSC projects as an outcome of:
 - 1) JSC Engineering Review Board meetings.
 - 2) Assessments conducted by the JSC Systems Management Office or internal or other external review groups.
 - 3) Quality management system audits.
- b. JSC directorate management reports to the JSC PMC pertaining to their organizations' activities and projects managed by assigned personnel.
- c. JSC project managers report project status to the JSC PMC together with issues and recommendations pertaining to the execution of the projects.

6. MEMBERSHIP STRUCTURE.

- a. Center Director, Chairperson
- b. Manager, Systems Management Office, Executive Secretary
- c. Chief Engineer
- d. Chief Financial Officer
- e. Director, Center Operations
- f. Director, Engineering
- g. Director, Flight Crew Operations
- h. Director, Information Resources
- i. Director, Mission Operations
- j. Director, Space and Life Sciences
- k. Director, Safety and Mission Assurance Office
- l. Director, Human Resources and Education Office
- m. Director, Office of Procurement
- n. Manager, Extravehicular Activities Office
- o. Manager, Orbital Space Plane Project Office
- p. Manager, White Sands Test Facility
- q. Manager, International Space Station Program (*ex officio*)
- r. Manager, Space Shuttle Program (*ex officio*)

7. MEETINGS. Meetings will be held quarterly; the Chairperson will call special meetings as required.

8. RECORDS, FORMS AND STAFF SUPPORT SERVICES.

- a. The Executive Secretary is responsible for the overall operation of the JSC PMC, including meeting schedules, agendas, minutes and PMC action tracking.
- b. Presenters are responsible for coordinating with the Executive Secretary material presented to the JSC PMC.

9. DURATION. The JSC PMC will continue in existence until terminated by the Center Director.

10. REVISIONS. The JSC PMC membership will concur on all revisions to this Policy Charter.

11. RESCISSION. This Policy Charter rescinds the following charters contained in Section 4 of JSC Procedures and Guidelines 1107.1A, “The JSC Organization”:

- a. 4.10, “JSC Program Management Council”
- b. 4.11, “JSC Lead Center Program Management Council”

Original Signed By:

Jefferson D. Howell, Jr.
Director

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